Artwork File Guidelines

E.H. TEASLEY   **INKJET INTERNATIONAL**

ACCEPTED FILE FORMATS (Mac / PC)

❏ **Adobe Photoshop**	psd, pdf (High Res), tif, jpeg (High Res), eps
❏ **Adobe Illustrator**	ai, eps, pdf (High Res)
❏ **Adobe InDesign**	eps, pdf (High Res)
❏ **Adobe Acrobat**	pdf (High Res)

❏ **If you use any other program to create your artwork export your artwork as High Res .pdf / .jpg**

HOW TO PREPARE YOUR ARTWORK FILE?

❏ Fonts used in the files should be converted to curves / outlines.

❏ Convert files and support files to CMYK.

❏ Photoshop layers should be flattened and provide die cut lines as Illustator (.ai) file (if applicable).

❏ Vector files should include PMS color info and die cut lines on a separate layer (if applicable).

❏ Vector (Illustrator/Acrobat) files should be submitted with embed links in High Res.

❏ Add bleed if necessary (6" bleed for Billboards) and include crop marks.

❏ Use Rich Black (75% C, 75% M, 75% Y, 100% K) instead of Black (0% C, 0% M, 0% Y, 100% K).

❏ Vector artworks for larger print dimensions should be created at 25% / 50% scale or 1'=1" ratio.

❏ Photoshop files should be created 1' = 1" ratio @ 300 dpi Res. for 360 dpi UV Printing.

❏ Photoshop files should be created 1' = 1" ratio @ 1200 dpi Res. to produce high resolution prints.

❏ Please provide a hard copy of artwork for color proofing with PMS # marked (if applicable).

Additional charges may apply for multiple files set up and artwork editing time.

HOW TO SEND US YOUR FILES?

Compress (Stuffit / Winzip) the files for faster processing. File size limit 1 GB.

Mail/Drop off: **4443 Simonton Road, Dallas, Texas 75244**

E.H. TEASLEY CUSTOMERS:

E-mail: art@ehteasley.com
info@ehteasley.com

Website > Send A File: ehteasley.com

For assistance: **214.421.7633**

INKJET CUSTOMERS:

E-mail: art@inkjetintl.com
info@inkjetintl.com

Website > Send Files: ehteasley.com

For assistance: **972.991.4577**

PROOFS & APPROVAL

We recommend and offer free digital proofs to our clients. We take extreme pride in our speed, precision, and quality, but the final examination for accuracy is your responsibility. Before giving approval please examine all proofs carefully for the accuracy of information presented, as well as spelling, punctuation, numbers, graphics, colors and general layout. You may order a paper proof or proof on substrate for an additional fee. If color matching is crucial, please specify a PMS color.

We do not accept verbal approvals please respond to our email.
Always "Replay All" on your emails to approve proofs.

After the proof is approved, all sales are final. Your order will be put into production **IMMEDIATELY** after your approval!